

Minutes for CCAC Meeting

Date of Meeting: September 12, 2007
Name of Committee: CITY CENTER ADVISORY COMMISSION
Location: Tigard Library - Community Room, 13125 SW Hall Blvd.
Minutes taken by: Doreen Laughlin, Administrative Specialist II
Called to order by: Chairman Carl Switzer
Time Started: 6:40 pm
Time Ended: 8:55 pm
Commissioners Present: Carolyn Barkley; Vice Chair Alexander Craghead; Ralph Hughes; Chairman Carl Switzer; Lily Lilly; Alice Ellis Gaut; Roger Potthoff
Commissioners Absent:

Others Present: Lisa Olson

Staff Present: Tom Coffee, Community Development Director; Phil Nachbar, Senior Planner; Doreen Laughlin, City Admin Specialist II

Agenda Item #1: Welcome and Introductions

Important Discussion and/or Comments: Chair Switzer convened the meeting. Since no one new attended, introductions were not necessary.

Action Items (Follow-Up or Votes): None

Agenda Item #2: Review/Approve Minutes

Important Discussion and/or Comments: It was noted by Commissioner Ellis Gaut that Suzanne Gallagher is no longer a member of the CCAC, and the minutes should be amended in that regard.

Action Items (Follow-Up or Votes): A vote was taken, and the 8/22/07 minutes were unanimously approved, as amended, with no abstentions.

**Agenda Item #3: Fanno Creek Park & Plaza—Discussion re: plaza decision;
Council concerns; next steps**

Important Discussion and/or Comments:

Before beginning the discussion on the agenda item, Nachbar referred to the “Economic Development” first draft that was in the Commissioner’s packets for their review. He noted that comments, suggestions, or recommendations on this document would be due by October 10. Tom Coffee noted this is the result of a year-long effort by staff to find out what the community’s basic facts about economic development are, and what their attitudes and values are. He said there is time, even past the 10th, to make comments. Nachbar noted that it would be brought up again at the next CCAC meeting.

One of the commissioners said he felt it was important, especially in light of the CCAC’s involvement in other projects, to clarify the role the CCAC plays. He noted that, based on conversations with other people, there has been some confusion as to roles. He said as new citizen groups are formed, these roles can become muddled up and people can become confused. It was noted the goal is to expand citizen involvement but to be mindful of how roles evolve. There was further discussion about the role of the CCAC. The chair said there should be clarification, especially if new people are brought in. Tom Coffee, Community Development Director, assured the CCAC that “role clarification” would be number one on the agenda when new people come aboard various new groups.

At this point, Nachbar went into the actual agenda item – discussion as to the plaza decision, council concerns, etc. Nachbar said some of the concerns that were brought up by Council and that he had noted were: Open space, native restoration, creation of open fields/spaces, creek realignment, park-like feel, openness, safety, loop road and design, and the plaza size.

There was discussion as to natural habitat area. Lisa Olson said she believes it would be helpful if the CCAC were educated by CWS as to what, exactly, natural habitat is. She thinks it would be good to learn how CWS sees things and what is important. One of the commissioners posed the question... With regard to the “green heart of Tigard”- what is the most important thing? Playgrounds? Fountains? Pastures? Is environmental protection highest on the list? He believes we should restore and protect the area that people can view and not necessarily traipse through. Some of the other commissioners agreed. They believed the area should remain as natural and sustainable as possible. There was much discussion as to the different uses of the park and the desire to keep it natural. Tom Coffee summed it up by saying he observed a consensus on the part of the CCAC to err on the side of protecting the integrity of the creek, and the CCAC concurred.

There was then discussion as to the “next step.” Nachbar noted that part of this project is to look at the redevelopment area next to the plaza because they want to be sure that buildings designed next to the plaza work well with the plaza. He said some design guidelines

would be needed. He said the next steps would be to have consultants, with sub-consultant architects, come up some design scenarios with design guidelines. Coffee said since we have consultants on board, it would make sense to look at the surrounding area and think about building forms, shapes, materials, etc. that would complement the plaza. This would be a good thing to have in place should there be an immediate need, and even if the need is not immediate, it's a good thing to have something in place.

Action Items (Follow-Up or Votes): Nachbar will bring a set of alternatives to the next meeting.

Agenda Item #4: Downtown Street Lights – Review/Recommendations

Important Discussion and/or Comments: Before getting into the review of streetlight options, Chair Switzer asked if the Commission wanted to review the process and several members agreed that that should occur first. After a lengthy debate, it was the unanimous conclusion of the CCAC that Commissioner Barkley's concerns over the process, as outlined in her letter (Exhibit A), were more important than the selection of a streetlight. The CCAC then constructed a motion calling for a formal action of the CCDA that would clarify why previous decisions on the type of streetlight should not be followed.

Action Items (Follow-Up or Votes):

Commissioner Ellis Gaut made the following motion:

"The CCAC requests formal clarification by the CCDA [City Center Development Agency], both of its referral of the streetlight selection to the CCAC, and of its rationale for departing from the streetlight selection included in previously adopted resolutions 03-11 (the recommended design elements of the downtown commuter rail station) and 06-02 (Streetscape Plan), as outlined in Carolyn Barkley's letter dated 9-7-07. Should the CCDA choose to formally refer this matter, the CCAC further requests direction as to any selection criteria deemed important by the CCDA."

Commissioner Craghead seconded the motion; there was a vote, and the motion passed unanimously.

Agenda Item #5: CCAC Membership / Recruitment:

Important Discussion and/or Comments: Nachbar said he placed an ad in the *Cityscape* to fill vacant positions. He said there is a need for:

- One downtown business person
- One to fill the new composition requirement which is the real estate, portable housing, environmental design expertise

- He said he also advertised for an at-large person because it's not known for sure whether they'll get a downtown business person and they may have to substitute depending on what kind of response they get.

Nachbar noted the need for two alternates. He said he advertised for three of the categories, and would fill the vacancies from that group with whichever kind of people they find. [Note: Cityscape AD went out advertising for two rather than three vacancies. Bullet 3 was not included in the AD.]

Switzer noted the process is:

1. There's a person responsible (to advertise), and
2. There is an interview process comprised of the Mayor, City Councilor, and other staff.

Nachbar indicated he is the staff person who will advertise. He will leave it open for about a month. The next step would be to summarize what the applicants are – get it to two people on Council to review, Tom Woodruff and the Mayor. They go through the interview process – then summarize who the applicants are. Nachbar noted the CCAC will have some input. It was noted that the CCAC members themselves will try to recruit qualified people they know for the positions, focusing on a downtown business person.

Action Items (Follow-Up or Votes): Advertisement for CCAC positions will be published in the Cityscape in early October, and will be open for one month.

Agenda Item #6: Recognition of Contributions to Downtown

Important Discussion and/or Comments: Phil Nachbar provided a sample certificate and asked that the CCAC give him feedback. He wanted them to think about how to apply it. One of the commissioners said every single merchant and business in downtown Tigard is important to Tigard. He said they should be sensitive to singling out one or two businesses. He brought forth the idea of blanket recognition. He said special acknowledgements could also be made.

Action Items (Follow-Up or Votes): It was decided to move the rest of the discussion to the next meeting.

Agenda Item #7: Council Communications—Discussion

Important Discussion and/or Comments: Switzer opened the discussion stating that this agenda item is about the CCAC having a better relationship with Council. One of the commissioners stated the CCAC needs to understand what it is they want to put before Council. She said just “showing up” doesn't help anything. Another commissioner said he believes the CCAC Council liaison should attend the CCAC. Coffee explained that the liaison is basically the “contact person.” He said rather than them attending the CCAC, the liaison is meant to be there for an open line of communication between the CCAC and

Council. There was discussion that there isn't necessarily "agreement" even amongst the Councilors. One of the commissioners brought up the idea of "branding" that had been brought forward, and that there was never agreement on that. In fact, two of the Councilors were of complete opposite opinions.

Chair Switzer said the meaningfulness of the dialogue is what's important. He suggested meetings where there is a work session of sort with the Council. He suggested perhaps even twice a year meetings with Council would be good so they can get insight into what the CCAC is thinking. They would understand how knowledgeable and passionate they are about different things and vice versa. He said the value of Port Moody was the fact that they could simply sit next to each other and talk. Coffee told them the workshops are the third Tuesday of every month and that he knew October was booked already. He said they'd be looking at November before there'd be a time available. He said the request should come from the CCAC directly. There was consensus that this meeting should happen. One of the commissioners suggested the CCAC liaison attend at least some CCAC meetings.

Action Items (Follow-Up or Votes): Chair Switzer said he will talk to Mayor Dirksen about the CCAC attending a work session with Council and, in addition to that, a liaison from Council should come to the CCAC meeting semi-regularly, or at least once in a great while, so there is some understanding as to the extent of work and thought the CCAC puts into issues.

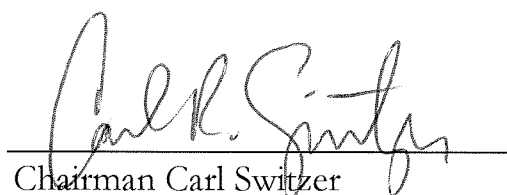
Agenda Item #7: Other Business/Announcements

Important Discussion and/or Comments: Chair Switzer acknowledged the work Lisa Olson had done on the photos and Power Point presentation that she wasn't able to present. He thanked her and said that would be done at another time.

There was no other business.

Action Items (Follow-Up or Votes): Chair Switzer adjourned the meeting at 8:55pm.


Doreen Laughlin, City Admin. Specialist II

ATTEST: 
Chairman Carl Switzer